

~~CIA INTERNAL USE ONLY~~ 1961

# Office Memorandum • UNITED STATES GOVERNMENT

TO : All Area Records Officers 25X1A9a

DATE: 5 JAN 1961

FROM : Chief, Records Management Staff

SUBJECT: Records Disposition

*1961/1960 Consider yourself an A.R. with respect to the last sentence.*

1. Attached is a copy of an article which has recently come to my attention. Our own position in this matter at the end of Fiscal '60 will be of interest to you.

- a. Records holdings in Headquarters offices totaled 188,000 cu. ft. - a very slight decrease against the preceding year.
- b. Agency offices destroyed at headquarters 16,000 cu. ft. - an increase of 53% over preceding year.
- c. The Records Center received 10,500 cu. ft. - an increase of 9% over the preceding year.
- d. The Records Center destroyed 5,800 cu. ft. - an increase of 11% over the preceding year.
- e. The total cumulative receipts by the Records Center since 1952 are 96,000 cu. ft. This records accumulation would have required over 96,000 sq. ft. of floor space at headquarters and more than 12,000 safes and file cabinets. The safes and file cabinets alone would have cost about \$3,108,000.
- f. On the average, it now costs the agency about \$50.00 to keep one cu. ft. of records in headquarters office space for one year; the same amount of records can be kept in the Records Center for about \$2.00 per year.

2. You can see from the above facts that we are not making sufficient headway in reducing our paper holdings despite the good efforts of many offices during the preceding year. The lack of adequate office space is still a serious Agency problem. People and paper can't occupy the same space.

What do you suggest that we do to help solve this problem?

25X1A9a

cc: DD/I  
DD/P